

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Transportation Planner	Office of Sustainable Community Planning	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Community Perspective Coordinator	900-074-4721-xxx	06/19/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Office of Sustainable Community Planning, Public Engagement and Community Perspective Branch Chief, a Senior Environmental Planner, the incumbent conducts activities promoting and advocating the Department's Office of Sustainable Community Planning mission to support, partner, engage, and collaborate with Caltrans staff, local agencies, and communities to integrate land use, social equity, and community values into a sustainable multimodal transportation system.

The incumbent is the subject matter expert and will coordinate, manage, and support the existing Emerging Priority studies that advance cutting edge projects on behalf of the Division of Transportation Planning. The incumbent needs to have strong project management skills and must be proficient with AMS Advantage as well as Microsoft 2014 office suite.

The incumbent will work with district/division staff to develop implementation and monitoring of performance measures and targets within the Department's Strategic Management Plan, especially for developing livability score; developing accessibility score; increasing bicycle, pedestrian, and transit mode share; and reducing vehicle miles traveled.

The incumbent will work with districts to ensure that the good charging practices are followed consistent with the divisions' work breakdown structure.

Incumbent will work in a lead capacity to update web content to the Caltrans intranet pages using Drupal, a content management system platform.

The incumbent must be able to research concepts/studies, assist with contract execution and must be able to troubleshoot and find new and innovative ways to find success when problems arise.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
45%	E	Incumbent will coordinate, manage, and support the existing ten Emerging Priority projects that were identified and funded in FY 2014/15. The incumbent is the subject matter expert and will ensure that contract managers complete deliverables on-time and within budget. Additionally, the incumbent will work to ensure that the switch to state contracting procedures are followed consistent with the state contracting manual.
30%	E	Incumbent will help to implement and monitor the Department's Strategic Management Plan. More specifically, the incumbent will work with district/division staff to support implementation and monitoring of performance measures and targets within the Department's Strategic Management Plan, especially for developing livability score; developing accessibility score; increasing bicycle, pedestrian, and transit mode share; and reducing vehicle miles traveled.
10%	E	Incumbent will work closely with the Public Engagement and Community Perspective Branch Chief to closely manage program resources, including coordination with the Resources Office and districts, per control/audit agency requirements. Incumbent will work with districts to ensure that the good charging practices are followed consistent with the divisions' work breakdown structure.

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10%	M	Incumbent will work in a lead capacity to update web content to the Caltrans intranet pages using Drupal, a content management system platform. Updates include publishing, revising, uploading documents and various files for entire Office of Sustainable Community Planning Program. Incumbent will also be responsible for checking site integrity for broken links.
5%	M	Incumbent will prepare and provide speeches and/or presentations and related materials, such as slides, graphics, and background information on sustainability community planning and other related transportation planning issues.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Not applicable, Could act in a lead-worker capacity.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a general knowledge of basic planning principles and general practices of transportation planning. The incumbent must have knowledge of appropriate research methods and techniques to gather and analyze pertinent data. The incumbent should have knowledge of contemporary issues related to transportation and land use, and be sensitive to appropriate political issues. The incumbent must have a working knowledge of the federal, state, and local stakeholder engagement processes.

The incumbent must be able to communicate well both orally and in writing. The incumbent should be able to work independently to produce completed staff work on complex planning projects. The incumbent should have the ability to set priorities, organize and schedule work to meet established deadlines, and have good computer skills. The incumbent should be able to work cooperatively with colleagues and staff of other agencies. In addition, the incumbent must have knowledge of the following:

- Department's transportation planning responsibilities and authority.
- State and federal transportation planning regulations.
- Caltrans Headquarters and District organizational structure.
- Caltrans mission, goals, and applicable transportation planning policies.

Analytical Requirements: Ability to reason logically and creatively using various analytical techniques; present recommendations and alternatives to management in oral and written form; evaluate existing process and develop improvements; and identify problems and propose effective, efficient recommendations for resolution. Must be able to analyze and evaluate conflicting information, make determinations, follow through on problem resolution, and make effective recommendations and proposals.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a representative of the Department, the incumbent's error in judgment could embarrass the Department or possibly lead to legal action against the Department. The incumbent is also responsible for the delivery of projects/assignments within scope, schedule, budget, and to acceptable standards. The incumbent will be involved with large projects and will advocate decisions with far-reaching consequences to the transportation system. Errors could also result in a loss of credibility with agencies and others with which the Department interacts.

PUBLIC AND INTERNAL CONTACTS

The incumbent consults with various managers, planners, and analysts throughout the various planning programs, administrative service centers, and districts, as well as General Services and external consultants.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent will be required to sit for long periods of time using a keyboard and monitor. Incumbent must be able to interact with many people. It is important that the incumbent work with others in a cooperative manner. Incumbent must be able to deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity. Incumbent must be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Incumbent must behave in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public service. Incumbent must value cultural diversity and other individual differences in the workforce.

WORK ENVIRONMENT

Working hours will be set sometime between 7:00 a.m. and 5:30 p.m. While at their base of operation, incumbent will work in a climate-controlled office under artificial light. The environment includes working in a routine office setting 95% of the time, and traveling to outside locations for district staff meetings, conducting briefings/training, attending and/or speaking engagements at conferences and other special events the remaining 5%.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE